

Collections

Introduction

A successful collection supports the services the library provides to the community it serves and helps the library meet its defined goals. The collection requires the selection of materials in a variety of formats that meet the needs of the community as identified by an ongoing process of community analysis that includes demographic information, library-use patterns, collection-use data, and community input. Collection development also takes into account other library and information resources in the community, the region, and the state. In addition, collection development embodies the principle of free access to ideas on all sides of an issue, regardless of the potentially controversial nature of sensitive topics. A wide range of materials, in the most appropriate formats, must be available to meet the expressed and anticipated community needs for information, education, and leisure reading. Collections must be organized and systematically made available to enhance end-user access. Both in-library and remote access to the collection must be considered.

Standards

1. The library has a written collection development policy that is based on the library system's written plans. The collection development policy is approved by the library board and is available to the public for comment and suggestions.
2. The collection development policy is reviewed regularly in conjunction with



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the review and evaluation of the library's planning documents.

3. The library evaluates the quality and responsiveness of the collection with regard to use and community need on an ongoing basis.
4. The collection development policy includes a statement or section that addresses electronic resources.
5. The materials selection and weeding process is recognized as a professional responsibility and is conducted according to written selection and weeding criteria.
6. The collection development policy demonstrates an awareness of the holdings of other area libraries accessible to the public.
7. The library has a written policy that addresses the selection criteria for requests for purchase or gifts to the library.
8. The library has a written policy that details procedures for responding to requests that materials be withdrawn from the collection.
9. The library includes a variety of formats and media, appropriate to the user's needs, in the collection.
10. The library maintains a current, adequate collection of reference materials, whether print-based or electronic, to serve user information needs.
11. The library budget contains a formal allocation of resources for library materials based on the collection

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development plan. This budget reflects the availability of access to information through electronic resources and the Internet.

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Collections Guidelines

Essential Guidelines

The collection includes . . .

- Books including popular materials and reference materials
- Books and other materials for children and young adults
- Materials on local history and genealogy
- Large print materials
- Periodicals and newspapers
- Homework support materials
- Spoken word and recorded music in appropriate formats
- Videocassettes
- Recorded books

The library meets median guidelines for collection-related parameters for its planning profile.

Aspiring Guidelines

The collection includes . . .

- Indepth nonfiction collections
- Closed caption and described videocassettes
- Computer software
- CD-ROM and other emerging formats, such as DVD
- Government documents

- Popular paperbacks
- Literacy Materials
- Adult Basic Education materials

The library exceeds median guidelines for collection-related parameters for its planning profile.

Excel Guidelines

The collection includes . . .

- Specialized electronic resources
- Collections for special population groups, such as foreign language materials
- Extensive collections of local history and genealogy
- Literacy materials
- Multimedia materials for children and youth

The library meets or exceeds the Top Quartile Median (TQM) for collection-related parameters for its planning profile.

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